

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NSY032A

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

Realignment 9/2015

(b)(6)

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

Portsmouth, Virginia

5. Duty Station

Portsmouth, Virginia

6. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☐ Yes ☒ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☒ Supervisory
☐ Managerial
☐ Neither

12. Sensitivity

☐ 1--Non-Sensitive ☐ 3--Critical
☒ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

C003

14. Agency Use

BUS: 8888

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	SUPERVISORY EQUAL EMPLOYMENT SPECIALIST	GS	0260	13	(b)(6)	06/4/2015
e. Recommended by Supervisor or Initiating Office	Supv Equal Employment Spec	GS	0260	13	(b)(6)	05/19/2015

16. Organizational Title of Position (if different from official title)

FORMAL COMPLAINTS DIVISION

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Navy

c. Third Subdivision

UIC: 41112 Org: 1CPE2

a. First Subdivision

Fleet Human Resources Office, Norfolk Naval Shipyard

d. Fourth Subdivision

b. Second Subdivision

EEO Center of Excellence

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Wanda Watson-mays

Command, Deputy Equal Employment Officer

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

(b)(6)

Date

5/21/15

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Kelly Wilken

Director, Classification and Special Programs Dept

22. Position Classification Standards Used in Classifying/Grading Position

OPM PCS for the GS-0260 series; TS-49 November 1980, OPM GSSG, dtd 6/98, updated 4/95

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

BIN: 3638697

25. Description of Major Duties and Responsibilities (See Attached)

OCHR POSITION BUILD SHEET					
NV60		PD #: NSY032A	Series: 0260	Valid Grade: GS-13	Target Grade: GS-13
POSITION WINDOW		US FEDERAL POSITION GROUP 1		US FEDERAL POSITION GROUP 2	
POSITION DESCRIPTION NUMBER	NSY032A	PERSONNEL OFFICE ID	2413	POSITION OCCUPIED	1
JOB TITLE	Supervisory Equal Employment Specialist	ORG STRUCTURE ID (ORG CODE)	1CPE 2	ORG FUNCTION CODE	PAY
		OCC CAT CODE (PATCOB)	A	DATE POSITION CLASSIFIED	6/4/2015
AGENCY GROUP/MAJOR CLAIMENT	NV60	FLSA CATEGORY	E	CLASSIFICATION OFFICIAL	I
POSITION TYPE	APPR	BARGAINING UNIT	8888	DRUG TEST	C
ORGANIZATION (UIC)	NV6041112	COMP LEVEL	C003	FINANCIAL STATEMENT REQUIRED	0
JOB /SERIES	0201	COMP AREA	ZZ	TRAINING PROGRAM ID	YY
LOCATION (GEOLOC CODE)	511707740	WORK SCHEDULE	F	KEY EMERGENCY ESSENTIAL	N
SERVICING OFFICE ID (CCPO ID)	MJ	PART TIME HRS BIWEEKLY	N/A	LEO POSITION INDICATION	0
SERVICING AGENCY	NV	FUNCTIONAL CLASS	00		
REGION	NVEA	POSITION SENSITIVITY	2	US FEDERAL VALID GRADE WINDOW	
UNIT ID CODE (UIC)	41112	SECURITY ACCESS	1	VALID GRADE (PP-GR)	GS-13
MOBILIZATION INDICATOR	A	SUPERVISORY STATUS	2	TARGET GRADE (PP-GR)	GS-13
DEMO WINDOW		TYPE EMPLOYEE SUPERVISED	01	PAY TABLE	0000
DEMO LOCATION CODE	N/A	PAYROLL OFFICE ID	CH	PAY BASIS	PA <input checked="" type="checkbox"/> OR PH <input type="checkbox"/>
DEMO PAY PLAN	N/A	POSITION ORG NAME (POA)	MJ411121CPE 2	EMPLOYEE CATEGORY GROUP	<input checked="" type="checkbox"/> 1=SALARY OR <input type="checkbox"/> 2=WAGE
DEMO BROADBAND	N/A				
MULTIPLE AGENCY WINDOW					
POSITION MGMT REVIEW	W				
PAYROLL COST CODE (IF APPLICABLE)					
PAYROLL ORG CODE	HRNN				
MOBILITY REASON	9				
RESPONSIBILITY LEVEL	2				
GUN-AMMO ACCESS ID	No				
NAVY WINDOW					
SENSITIVITY CRITERION	N				
NAVY BILLET ID (BIN)					
POSITION TRACKING INFO					
TELEWORK INDICATOR	NE001				

Supervisory Equal Employment Opportunity Specialist GS-0260-13

I. INTRODUCTION

This position is located in the U.S. Fleet Forces (USFF) Command's Equal Employment Opportunity (EEO) Center of Excellence. The EEO Center of Excellence is located at Fleet Human Resources Office (FLTHRO) Norfolk Naval Shipyard (NNSY). FLTHRO NNSY is an Echelon III command reporting to U. S. Fleet Forces command via the Director, Civilian Human Resources (DCHR). The DCHR is the principal authority on Human Resources Management and Equal Employment Opportunity (EEO) for U. S. Fleet Forces Command.

The EEO Center of Excellence provides EEO, Alternative Dispute Resolution (ADR), Reasonable Accommodation (RA), Complaints Management and Diversity services and functions for commands/activities serviced by FLTHRO NNSY and FLTHRO Norfolk under the direction of the USFF Command Deputy Equal Employment Opportunity Officer (CDEEOO). The EEO Center of Excellence will provide services for approximately 22,000 navy civilian appropriated fund employees located at large, complex, multi-mission installations, geographically dispersed throughout CONUS and OCONUS.

The incumbent of this position will serve as the Director of the Formal Complaints Division within the EEO Center of Excellence. The incumbent is responsible, through a subordinate staff, for supervising the timely, fair and impartial consideration and disposition of complaints; ensuring prompt investigation of complaints, negotiating for informal resolution wherever possible; maintaining and securing all documents pertinent to formal complaints for all commands/activities serviced by FLTHRO NNSY and FLTHRO Norfolk.

II. MAJOR DUTIES

A. SUPERVISORY WORK (35%)

The incumbent plans work to be accomplished, sets and adjusts short-term priorities, and prepares work completion schedules. Assigns work to subordinates based on priorities, selective consideration of assignment difficulty and requirements, and the employee's capabilities. Develops and evaluates subordinate employees' performance standards. Gives subordinate employees' advice, counsel, or instructions on work and administrative matters. Interviews candidates for unit positions; recommends appointment, promotion, or reassignment to unit positions. Hears and resolves employee complaints, refers group grievances and more serious unresolved complaints to higher-level management. Effects minor disciplinary measures and recommends other action in more serious cases. Identifies subordinate employees developmental and training needs, provides or arranges for needed development and training. Finds ways to improve unit production or increase unit work quality.

The incumbent is responsible for carrying out EEO policies and communicating support of these policies to subordinates; assuring equality in determining qualifications, selections, assignments, training, promotions, details, discipline, and awards to employees; cooperating and participating fully regarding staffing, motivation, and training to develop all employees; ensuring minorities and women are considered for training opportunities and are nominated/appointed to boards and committees; and coordinating efforts with EEO officials during the development and execution of policies affecting civilian personnel.

B. PERSONAL WORK (65%)

Plans, organizes, directs, staffs, carries out, reviews, and evaluates a positive management oriented EEO program that includes efforts to resolve systemic problems within individual activities, as well as, across activity lines.

As Director of the Formal Complaints Division, the incumbent manages his/her program area providing continuing positive EEO services to Commanders/Commanding Officers and managers at all levels, including advice and guidance in eliminating systemic EEO problems; including individual problems, and providing program direction and guidance in the areas of the Model EEO Program and complaint resolution.

Within the context of EEO, provides technical advice to activity Commanders/Commanding Officers concerning the resolution of EEO complaints. Identifies and provides workable solutions to systemic and individual problems and devises methods to eliminate barriers. Focuses on management policies and practices through organizational reviews and review of information obtained through inquiries and investigations. Integrates recommendations thoroughly with corresponding human resources (HR) functional areas.

Fully coordinates the EEO complaints management program, from the pre-complaint process through end processing by EEOC or at Federal District Court. Ensures a timely and team-oriented assessment of complaint issues, including coordination with internal ADR staff, Legal Counsel, Investigators of the Office of Complaint Investigations, Department of Defense, Administrative Judges of EEOC, and analysts of the Office of EEO and Diversity Management, Department of the Navy. Discrimination complaints are on a wide variety of issues, encompassing disability discrimination, sexual and nonsexual harassment, and other potentially inflammatory matters. Processing of such complaints requires intense fact-finding, in-depth analysis, and innovative approaches and methods for resolution.

Ensures provisions of advice and guidance to all levels of management, employees, committees, etc., on legal and procedural EEO program issues and requirements. Efforts are designed to improve accountability of all activities in carrying out their HR responsibilities and, when these policies are questioned, to quickly determine the most effective way to resolve and be compliant.

Promulgates information to activities regarding the Model EEO Program, and assists commands in attaining that status through on-going efforts in raising awareness, reviewing policies and employment strategies, and effectively resolving complaints.

Fully integrates work of the Division with the goals and objectives of Alternative Dispute Resolution (ADR) within the EEO Department. Supports mediation and facilitation efforts, ensuring that workplace disputes are properly counseled in recognition of the objectives of the ADR program.

In addition to EEO responsibilities, this position interfaces with a cadre of special programs for the customer including special emphasis, disability employment program, Reasonable Accommodation (RA), and training. Ensures program compliance and advises customers of any changes that need to be addressed.

Develops program instructions and reviews all personnel administrative guidance, practices, procedures, policies, instructions, directives, etc., to ensure program compliance and appropriate integration of policies into new activity/agency requirements.

Responsible for developing and producing statistical reports and metrics covering a variety of information.

Supports the Human Resources Director and the FLTHRO organization by performing additional duties which are assigned in support of the overall mission of the U. S. Fleet Forces Command.

Performs other duties as assigned.

III. FACTORS

Factor 1 - KNOWLEDGE REQUIRED BY THE POSITION Level 1-7, 1250 Points

Broad and in-depth knowledge of Federal EEO principles, laws, regulations, and policies relevant decisions to advise management on EEO issues and legal procedures and program requirements; to recognize and solve individual EEO problems; and make technical recommendations for decisions in complaint cases.

Comprehensive and thorough knowledge of USFF organization missions and functions, the professions and occupations required for mission accomplishment, its organizational structure, the geographic locations of its many elements and the peculiarities posed by individual locales to participate in setting program objectives, determine program effectiveness and to recommend remedial action.

Thorough understanding of the kinds of management actions, personnel administration practices, and organizational conditions that constitute barriers to EEO in order to isolate problem and develop workable solutions which management can implement.

Skill to meet and deal effectively with people of widely varying backgrounds as well as with management officials at all hierarchal levels. Oral communication skills to deal with managers on organizational policy matters impacting upon equal employment and to resolve differences and ensure uniformity and equity in EEO matters and philosophy.

Skill in managing a program including organizing an office, supervising an immediate and collateral staff, problem solving, motivating others to take necessary actions, and negotiating allocation of resources for the program.

Skill in fact-finding, analysis and problem solving.

Factor 2 - SUPERVISORY CONTROLS

Level 2-4 450 pts

Works under the direction of the USFF Command Deputy Equal Employment Opportunity Officer who provides general administrative guidance with assignments in terms of broadly defined policy objectives. The incumbent is responsible for independently planning, directing, and carrying out the work of the injury compensation program. Results of the work are considered as technically authoritative and are normally accepted without significant change.

Factor 3 - GUIDELINES

Level 3-4 450 pts

Guidelines include laws, regulations and government-wide policies governing equal employment opportunity. Agency guidance is minimal and the incumbent typically must make policy determinations that have impact across command lines. Significant judgment is used to interpret available guidelines to plan, design, and carry out required policy objectives across command lines.

Factor 4 - COMPLEXITY

Level 4-5 325 pts

Incumbent is delegated full responsibility for managing the Formal complaints division. This includes setting program goals, planning short and long range program objectives, directing day to day operations, systematically evaluating progress and recommending best course of action to eliminate barriers to equal employment opportunity or corrective actions.

Consultative aspects of the position include recommendations such as changes in management policy or practice to solve difficult systemic or individual equal employment opportunity problems.

Decisions regarding what needs to be done include areas of uncertainty in

approach, methodology, or interpretation and evaluation processes resulting from changing conditions in the organization. These include resolution of conflicts between equal employment opportunity program goals and existing management policies and practices and the resolution. The work requires a high degree of judgment in establishing the direction and priorities of the program to achieve maximum results, and in deciding and recommending actions to achieve best results throughout USFF.

Factor 5 - SCOPE AND EFFECT

Level 5-5 325 pts

The work involves managing and oversight of formal complaints processing for a major organization. The managerial work involves insuring the proper processing and resolution of complaints, and analyzing and evaluating employment policies and making recommendations to solve problems.

The program affects equal employment opportunity throughout the USFF organization which employees approximately 22,000 employees.

Factor

6/7 - PERSONAL CONTACTS/PURPOSE OF CONTACTS

Level 6-3/7c 180 pts

Frequent contacts are with activity Commanders/Commanding Officers, managers, supervisors, union representatives, employees, employee representatives, EEOC Administrative Judges and attorneys, OGC staff, Department of Defense Office of Complaint Investigations' investigators, and other Human Resources Specialists, community liaisons, DON HQ, DON Deputy for Civilian Personnel Programs, and Command Deputy EEO Officers. The nature of each contact is different depending on the role and authority of each party.

The purpose of contacts is to consult on, negotiate, or settle complex and emotionally charged EEO and workplace dispute issues ranging from individual complaints/problems to systemic equal employment workplace dispute problems. Incumbent may encounter resistance due to complex issues and must be skillful in approaching contacts to obtain the desired effect; e.g. gaining compliance with established policies by persuasion or negotiation.

Factor 8 - PHYSICAL DEMANDS

Level 8-1 5 pts

The work is primarily sedentary; however, contacts and meetings are typically unpleasant and emotionally charged requiring a high degree of physical perseverance.

Factor 9 - WORK ENVIRONMENT

Level 9-1 5 pts

The work is performed predominantly in an office setting, whether at the duty station or in an office in the field. Occasional tours of work areas require entrance to less controlled environments. Travel within the commuting area is required to visit office locations of subordinates as

well as serviced commands.

OTHER - Occasional travel (10)% to customers outside of the commuting area.

Supervisory Factors

1. PROGRAM SCOPE AND EFFECT:

Level 1-2 550 pts

Directs the work of the division providing a full range of EEO and personnel services to the assigned customer base. The work directly impacts the mission of the commands serviced due to the potential impact of EEO related issues and outcomes.

2. ORGANIZATIONAL SETTING:

Level 2-1 100 pts

The incumbent reports directly to the Command Deputy Equal Employment Opportunity Officer (CDEEOO) who reports to the Director, Civilian Human Resources (DCHR). The DCHR reports to the Director, Personnel and Allocation (SES). The incumbent keeps the supervisor informed of significant developments and solutions to major problems. Work is reviewed for compliance with overall human resources program goals and objectives, program objectives, and effectiveness of meeting customers' goals and objectives.

3. SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED: Level 3-2c 450 pts

Fully coordinates the EEO formal complaints management program. Provides technical advice to activity Commanders/Commanding Officers concerning EEO complaints. Identifies and provides workable solutions to systemic and individual problems and devises methods to eliminate barriers. Focuses on management policies and practices through organizational reviews and integrates recommendations/changes thoroughly with corresponding serviced customers to meet mission and program requirements.

4. PERSONAL CONTACTS:

4A NATURE OF CONTACTS:

Level 4a2 70 pts

Frequent contacts are with activity Commanders/Commanding Officers, managers, supervisors, union representatives, employees, employee representatives, EEOC Administrative Judges and attorneys, OGC staff, Department of Defense Office of Complaint Investigations' investigators, and other Human Resources Specialists, community liaisons, DON HQ, DON Deputy for Civilian Personnel Programs, and Command Deputy EEO Officers. The nature of each contact is different depending on the role and authority of each party.

4B PURPOSE OF CONTACTS:

Level 4b3 100 pts

The purpose of contacts is to consult on, negotiate, or settle complex and emotionally charged EEO and workplace dispute issues ranging from individual complaints/problems to systemic equal employment workplace

dispute problems. Incumbent may encounter resistance due to complex issues and must be skillful in approaching contacts to obtain the desired effect; e.g. gaining compliance with established policies by persuasion or negotiation.

5. DIFFICULTY OF TYPICAL WORK DIRECTED: Level 5-7 930 pts

The incumbent is responsible for independently planning, directing, and carrying out the work of the formal EEO complaints division. Provides direct administrative and technical supervision to:

- (5) GS-0260-12 Equal Employment Specialists
- (1) GS-0361-07 Equal Opportunity Assistant

6. OTHER CONDITIONS: Level 6-5 1225 PTS.

At least 75% of mission oriented work is performed by non-supervisory GS-12 subordinates requiring substantial coordination and integration of a number of major work assignments, project(s) or program segment(s).

EXPLANATORY STATEMENT(S):

This is a non-critical sensitive IT-II position requiring the incumbent to obtain and maintain security clearance eligibility at the secret level and/or eligibility for continued assignment to a sensitive position. The incumbent has access to information requiring protection under the Privacy Act of 1974 and to DOD and DON IT system(s) with ability to access and/or impact sensitive data. The work involves duties requiring confidence and trust.

This page can be found on the web at the following url:

http://archive.opm.gov/investigate/resources/position/Summary.aspx?agency=DOD%20-%20DON%20Norfolk%20Naval%20Shipyard&postitle=XXXX&gradeseries=XXX&posdesc=XXX&username=XXX&ns=1&step1a=noncriticalSensitive&specifySec1=&selectedSub1=0,&selectedDuties=itpro

FEDERAL INVESTIGATIVE SERVICES

Position Designation of National Security and Public Trust Positions

Position Designation Record

Agency

Position Title

Series and Grade/Pay Band

Position Description Number

FLT HRO NNSY
SUPERVISORY EQUAL EMPLOYMENT SPECIALIST
GS - 0260-13
NSY032A

Nature of the Position
Noncritical-Sensitive- Positions with the potential to cause damage to the national security, up to and including damage at the significant or serious level. These positions include: <ul style="list-style-type: none">Access to Secret, "L", Confidential classified information

Duties	Degree of Potential for Compromise or Damage
Protection of government information technology systems (includes access to or processing of sensitive but unclassified/controlled unclassified information, or exercising control over information technology system(s) - the scope of these duties exceed that of ordinary or routine computer use)	Moderate impact One or more of the following: <ul style="list-style-type: none">Work carried out under technical review of a higher authority that involves direction, planning, design, operation, testing, maintenance, or monitoring of a computer systemAutomated access to or processing of information systems that in any way creates moderate risk for causing damage or realizing moderate personal gainDisburses or authorizes disbursement of less than \$10 million from computer systems

Adjustment for program designation and level of supervision	
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Agency impact
Adjustment for level of supervision or other controls	Limited or no supervision - ability to act independently in almost all areas almost all of the time

Designation Level	National Security	
	Investigation	Form Required
Tier 2	MBI	SF 86

Total Points Designation	
Total Initial Position Designation Points from Step 2	15

Adjusted Position Designation Points from Step 3	25
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Signature: (b)(6)

Name: (b)(6)

Date: 6/4/15